



United States Department of the Interior
U.S. FISH AND WILDLIFE SERVICE
1011 E. Tudor Road
Anchorage, Alaska 99503-6199



JOB OPPORTUNITY NOTICE
R7-20-S3502-03-TC(RLH)

OPENING DATE: 13 Feb 2020
CLOSING DATE: 27 Feb 2020

POSITION: Laborer WG-3502-03.
Full-time - Temp NTE 1039 Hrs

SALARY: \$19.53 – \$22.80 per hour

LOCATION: Galena, AK
Soldotna, AK
Tok, AK

WHO MAY APPLY: Any qualified U.S. citizen who has lived or worked in or near Alaska public lands and has special knowledge or expertise concerning the natural and cultural resources of the public lands and the management thereof. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

WORK PERIOD: Temporary appointment not to exceed 1039 hours

ORGANIZATION: Kenai National Wildlife Refuge
Koyukuk/Nowitna National Wildlife Refuge
Tetlin National Wildlife Refuge

DUTIES: The employee will serve as Refuge Laborer for the U.S. Fish and Wildlife Service. Duties and responsibilities include performing labor on facilities and trails located in various communities. Employee uses hand tools, power tools, and may operate Refuge vehicles (trucks and ATV's) to transport equipment and supplies. Also, they may assist maintenance staff in the construction, installation, repairing, and modifying of wood structures.

For more information on the duties of this position contact:

Kenai National Wildlife Refuge - Matt Conner; Matt_Conner@fws.gov

Koyukuk/Nowitna National Wildlife Refuge - Bob Rebarchik; Bob_Rebarchik@fws.gov

Tetlin National Wildlife Refuge - Ross Flagen; Ross_Flagen@fws.gov

KNOWLEDGE/EXPERIENCE REQUIRED:

Applicants must have knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof.

CONDITIONS OF EMPLOYMENT:

1. Travel, transportation, and relocation expenses will not be paid by the Department. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.
2. Must have a valid State of Alaska driver's license.
3. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
4. Background Investigations: Employment in this position requires a background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication within a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
5. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
6. You will be required to provide proof of US citizenship.

HOW TO APPLY: The closing date is **27 Feb 2020 at 4:00 PM**. Do not include any information that contains any personally identifiable information (sex, gender, sexual orientation, national origin, color, marital status, disability, political affiliation, race, religion, age, date of birth, social security number, criminal history, photos, etc.). Applications should be based on your qualifications for the position only (education, experience, etc.)

1. Resume
 - Please ensure that your resume contains:
 - Your full name
 - Address, including zip code
 - Telephone number
 - Whether or not you claim veterans' preference in employment
 - Your country of citizenship
 - College and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned.
 - Work experience: for each period of employment or non-paid work, include dates of employment (month and year of starting and ending dates), number of hours worked per week and salary, job title (if the position was in the federal government, include the official job title, occupational series and grade), the employer's name and address, supervisor's complete name and telephone number and indicate whether current supervisor may be contacted and a description of the major duties performed and accomplishments.
 - Any other job related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, and special accomplishments related to this position.
2. Supplemental Questionnaire, attached.
3. DD-214 member copy 4 or other documents to support veteran's preference status
4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability

5. Statement of military service to meet the Veterans Opportunity to Work (VOW) Act (<https://chcoc.gov/content/vow-veterans-opportunity-work-hire-heroes-act-2011>)

The resume and supplemental questionnaire are the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position on a pass/fail basis or may be scored.

Method to submit application:

1. Email: travis_carter@fws.gov (received by closing date)
2. Fax: 907-786-3841, ATTN: Travis Carter (received by closing date)
3. Mail: 1011 E Tudor Rd, Anchorage, AK 99503 Attn: Human Resources (postmarked by closing date and received within 5 business days)

ALL SUBMISSIONS MUST REFERENCE ANNOUNCEMENT NUMBER IN SUBJECT LINE

ADDITIONAL INFORMATION:

Effective January 2015, employees on temporary appointments may be eligible for health benefits through the Federal Employees Health Benefits program and, if eligible, will receive the same government contribution as full-time permanent employees. To be eligible for consideration, temporary employees working full-time or part-time must be on appointments expected to last at least 90 days, or be on an intermittent work schedule and expected to work 130 hours per month for at least 90 days. Employees electing to participate in the FEHB will be responsible for the employee share of the premium while on the official agency roles, which is deducted from bi-weekly earnings. After separating from federal employment, employees will be offered to continue participation in FEHB under the Temporary Continuation of Coverage (TCC) option. Employees electing to continue coverage under the TCC provision will be responsible for the full premium amount plus a 2% administration fee.

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The U.S. Department of Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or other non-merit factors.

We may use this announcement to fill additional vacancies within 90 days of closing date of this announcement.

This is a temporary appointment which is intended not to exceed 1039 hours, however if an exception is granted, at management's discretion you may be allowed to work up to 1730 hours in a service year. If selected, you may be eligible for non-competitive rehire in subsequent service years if you do not exceed 1730 hours

ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE

Laborer, WG-3502-03

R7-20-S3502-03–TC(RLH)

NAME: _____ DATE: _____

Please respond to the following questions so we can determine your level of knowledge and skills for this position.

LOCAL KNOWLEDGE AND EXPERIENCE

1. Do you now, or have you ever, lived or worked in or near the public lands in Alaska?
 - a. Yes (This answer needs to be supported on your application/resume)
 - b. No

2. For which location are you applying for?
 - a. Kenai National Wildlife Refuge
 - b. Koyukuk/Nowitna National Wildlife Refuge
 - c. Tetlin National Wildlife Refuge

3. In reference to your answer in question 2 above, have you lived in the vicinity of this location? If so for how long?
 - a. Less than one (1) year
 - b. One (1) to five (5) years
 - c. Over five (5) years
 - d. I have not lived in the vicinity

4. While working or living in or near the public lands of this location, have you held a job with duties involving natural or cultural resources?
 - a. Yes
 - b. No

5. How would you describe the type of natural/ cultural resources knowledge and experience you have obtained? (circle the letter for all that apply)
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river names/locations, types of landscapes, or other geographic information
 - c. Wildlife (including identification of): mammals, birds, insects, big game, fish, or other animals specific to the area
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community
 - e. Other unique information not listed above (you may be asked to elaborate at a later time).
 - f. I do not have knowledge or experience as listed above.

6. How did you obtain your knowledge of the unique practices of the public lands for this location? (circle the letter for all that apply)
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through a position held
 - c. Official training: high school class, college course, on-line training
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).
 - e. I do not have the knowledge listed above.

7. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions and have used it, in combination with knowledge of local culture and lore, to safely and efficiently travel through the remote and isolated areas on and near this location?
 - a. Yes
 - b. No

8. What types of tools have you used for personal or professional use? (Please circle all that apply.)
 - a. Hand tools: Hammer tape measure, screw driver, wrench, pliers, etc.
 - b. Grounds Maintenance: shovel, wheel barrow, hacksaw, cutters/shears, etc.
 - c. Safety equipment: goggles, gloves, safety belt, dolly, etc.
 - d. Power tools: drill, grinder, nail gun, air compressor, etc.
 - e. Heavy equipment: back hoe, trailer, trucks, boats, etc.

9. What is your ability to perform carpentry, plumbing, minor electrical repairs, and painting duties? (circle only one response)
 - a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.

10. What is your ability to construct, install, repair, and modify wood and wood substitute structures such as building frames, rafters, concrete forms, walls, staircases, door and window frames, interior and exterior trim, workbenches, counter tops, bookcases, equipment cabinets, computer consoles, etc.? (Circle only one response.)
 - a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant Signature

Date

Applicant Printed Name